



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारत सरकार

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

मुख्य कार्यालय/ HEAD OFFICE



एन.बी.सी.सी सेंटर, ब्लॉक-2, ग्राउंड फ्लोर- 4th फ्लोर, ईस्ट किदवई नगर, नईदिल्ली -110023
NBCC Centre, Block-2, Ground Floor- 4th Floor, East Kidwai Nagar, New Delhi-
110023 Website: www.epfindia.gov.in, www.epfindia.nic.in

File No. Exam.8(1)2024/APFC/DR-120

Date: 05.08.2024

To,

Zonal Addl. CPFCs (HQ)/ Zonal Addl. CPFCs.
Andhra Pradesh, Bihar & Jharkhand,
Delhi & Uttarakhand, Gujarat, Haryana, Karnataka,
Kerala, Madhya Pradesh & Chhatisgarh, Maharashtra,
Odisha, Rajasthan, Tamil Nadu, Uttar Pradesh, West Bengal

Subject:- Appointment to the post of Assistant Provident Fund Commissioner (Direct Recruitment) in the Pay Matrix Level 10 (pre-revised PB-3 Rs. 15600- 39100 with grade pay of Rs.5400/-) in Employees' Provident Fund Organisation - Completion of appointment formalities-Regarding.

Madam/Sir,

Kind attention is invited to Headquarters letter No. Exam.8(1)2024/APFC/DR-119 dated 05.08.2024 on the above subject whereby the guidelines relating to pre-appointment formalities of the Candidates recommended for appointment to the post of Assistant Provident Fund Commissioner in EPFO by UPSC are given. In order to complete the pre-appointment formalities, the actions are now required to be undertaken by the Zonal Offices as explained in the said letter.

2. The Zone-wise list of candidates sorted as per the address for correspondence given by the candidates at the time of filling up the UPSC form, are being sent to the Zonal Offices through E-mail separately, for the purpose of verification of the identity as well as of original documents and referral for their medical examination from the Medical Board constituted for examining the candidates recommended for Group 'A' Post. The following actions with the time lines are required to be undertaken by the concerned Zonal Offices as under: -

- i. Issue communication to the candidates as per the details given in the list enclosed through e-mail/ speed post/ SMS to appear on a pre-appointed date for identity and document verification. It may be planned in such a way that the verification and medical examination are carried out smoothly. The identity of the candidate with the photograph as provided in the dossier should also be verified. These tasks may be completed by **14.08.2024**.
- ii. The Zonal Offices after verifying the identity of the candidates and original documents will issue Offer of Appointment (Format enclosed at **Annexure-A**) to the candidates. Letters of acceptance of the Offer of Appointment may be accepted on the spot from the candidates.

- iii. Zonal Offices are requested to immediately contact and make arrangements with medical authorities for referring the candidates to the Medical Board, formed as per state government rules for medically examining the candidates and ascertaining their fitness to be appointed on a Group 'A' Post. This task may be completed at the earliest. A sample letter for referring the candidates to the medical authority for conduct of medical examination is enclosed in **Annexure-B**.
- iv. The candidates may then be asked to proceed for Medical Examination with the Medical Board formed as per state government rules for medically examining the candidates and ascertaining their fitness to be appointed on a Group 'A' Post.
- v. Zonal Offices may also verify the veracity of the below-listed undertakings submitted by the OBC and EWS candidates to the UPSC: -
 - a. The candidates belonging to the OBC community will be required to furnish an undertaking that they do not belong to Creamy Layer as on the closing date of submission of application for the post i.e. on 17.03.2023 (**Undertaking enclosed with the dossiers**).
 - b. The candidates belonging to EWS will be required to furnish an undertaking that they had EWS status for the financial year 2022-23 (**Undertaking enclosed with the dossiers**).
- vi. The Zonal Office would send Medical Examination Fitness Reports, Offer of Appointments, and Acceptance letter by candidates along with a report to Head Office on completion of above exercise periodically in the Format as enclosed at **Annexure-C**.
- vii. After receipt of the report from Zonal Office in Annexure C above the provisional appointment letters will be issued to the candidates by Head Office.
- viii. All reports as well as communications in this regard may be made by the concerned Zonal Office by email only at the dedicated email ID at apfc.dr@epfindia.gov.in.

(This issues with the approval of the Competent Authority.)

Yours faithfully



(Ajay K Mehra)

Additional Central PF Commissioner (Recruitment/Exam)

No.: _____

OFFICE MEMORANDUM

Subject:- Offer of Appointment to the post of Assistant Provident Fund Commissioner in the Pay Matrix Level 10 (pre-revised PB-3 Rs. 15600- 39100 with grade pay of Rs.5400/-) in Employees' Provident Fund Organisation.

On the recommendation of the Union Public Service Commission, vide their letter no. F.1/165(33)/2022-R-IV/SPC-I dated 19.07.2024, the Central Provident Fund Commissioner hereby offers Shri/Smt./Kum..... provisional appointment to the post of Assistant Provident Fund Commissioner in the Pay Matrix Level 10 (**pre-revised PB-3 Rs. 15600- 39100 with grade pay of Rs.5400/-**) in the Employees' Provident Fund Organization.

2. The appointment to the said post is subject to following terms & conditions:-

- I. This post carries a Pay enumerated at Level 10 post in Pay Matrix. If the candidate is already in Government service, his/her pay will be fixed in the above scale in accordance with rules and conditions prevailing at the time. If the candidate is not a Government servant, he/she will be entitled to the minimum of the level in the pay Matrix. Dearness and other allowances will be admissible under the rules governing the grant of such allowance in force from time to time.
- II. The appointment of the candidate will be purely on a temporary basis until further orders.
- III. The services of the candidate will be terminable on one month's notice from either side, if post is held on temporary basis. In terms of Regulation 10 of the Employees' Provident Fund (Officers & Employees' Conditions of Services) Regulation 2008, the notice period from either side will be of 3 months, if post is held on permanent basis. The appointing authority, however, reserves the right of terminating the services of the candidate forthwith or before the expiration of the stipulated period of notice by making payment to the candidate of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
- IV. The candidate will be on probation for one year from the date of appointment, which period may be extended at the discretion of the Competent Authority in terms of Regulation 7 of the Employees' Provident Fund (Officers & Employees' Conditions of Services) Regulations 2008. On completion of probationary period satisfactorily including passing of probationary examination as per rules, the candidate will be considered for confirmation in the substantive post of Assistant Provident Fund Commissioner. Further failure to complete the probation to the satisfaction of Competent Authority or if during the period of probation or extension thereof as the case may be, the appointing authority is of the opinion that the candidate (Probationer) is not fit for permanent appointment to the said post of Assistant Provident Fund Commissioner, such authority may discharge/terminate the candidate from the service, for reasons to be recorded in writing.
- V. The candidate shall be required to undergo training, e.g. Foundation /Induction Course, refresher courses, mid-term career growth, in-service skill development, retirement planning course and other mandatory courses announced by EPFO from time to time.

- VI. The leave, Travelling Allowances, Pension/NPS and all other service matters connected with service conditions will be governed by the rules and order in force from time to time that are applicable to the employees of EPFO.
- VII. The candidate is liable to be posted and transferred anywhere in India.
- VIII. No Travelling Allowances for joining the post will be paid unless the candidate is a permanent Government Servant or has completed three years of temporary service in government.
- IX. The candidate will be required to take an Oath of Allegiance to the Constitution of India or make a solemn affirmation to that effect. A copy of the Oath of Allegiance is enclosed (**Annexure-I**).
- X. The candidate who is already employed should produce a valid relieving / discharge order from the last employer before joining the Employees' Provident Fund Organisation.
- XI. The candidate belonging to a category of Scheduled Caste (SC), Scheduled Tribe (ST) or Other Backward Classes-Non Creamy Layer (OBC-NCL) or Economic Weaker Section (EWS) or belonging to the Physically Handicapped (PwBD)/ Ex Serviceman (EXS) quota should produce a certificate issued in the prescribed form by any of the Judicial/Revenue/Medical/Defence Authorities mentioned therein. The appointment of such candidate will be provisional and its subject to verification of the Caste/Tribe/EWS/PwBD certificate through proper channels and that if the claim of the candidate belonging to SC/ST/OBC-NCL/EWS/PwBD is found to be false, the services will be terminated forthwith without assigning any reason and without prejudice to such further action that may be taken under the Bharatiya Nyaya Sanhita for production of false certificate. Any change of religion, after appointment should be intimated immediately to the Appointing and Administrative Authorities concerned.
- XII. In accordance with the relevant rules in force in regard to the recruitment to services under the Government of India.
 - (a) No person who has more than one wife living or who, having a spouse living, contracts a second marriage, though such marriage is void by reason of its taking place during the life-time of such spouse, shall be eligible for appointment to service, provided that the Central Government may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.
 - (b) No such women whose marriage is void by reason of its taking place during the life-time of her spouse or who has married to such a person whose wife is living at the time of marriage shall be eligible for appointment in service unless the Government of India has granted exemption to such a woman in accordance with this rule after being satisfied that there are special grounds for so ordering.

This offer of appointment is, therefore, conditional upon candidate satisfying the requirement mentioned above and furnishing of declaration in the prescribed form. If however, the above conditions are not fulfilled and the candidate still desires to be exempted from the above-mentioned rules for any reason, a representation in this behalf should be made/forwarded immediately in the prescribed form. This offer of appointment shall in that case be treated as cancelled and a further communication will

be sent to the candidate in due course, if upon consideration of the aforesaid representation, it is decided to offer this appointment to the candidate to the post of Assistant Provident Fund Commissioner.

- XIII. This offer of appointment is further subject to the Medical Certificate of fitness issued by the appropriate Medical Board for appointment to the post of Assistant Provident Fund Commissioner. However, the permanent Group A officers of the Central Government who have already been examined by the Medical Board for Group A officers at the time of their appointment, are exempted from the medical test.
- XIV. If any declaration given or information furnished by the candidate is proved to be false or any material information is found to have been willfully suppressed or any unfair means used, the candidate will be liable for removal from service and other action as the Union Government and /or EPFO may deem necessary.
- XV. If the candidate accepts the offer on the above terms and conditions, a written acceptance/intimation should be forwarded to the undersigned immediately or maximum within 7 days of receipt of this communication in **Annexure-IV**.
- XVI. The Provisional Appointment letter will be issued by the Competent Authority on receipt of Medical Certificate from the Competent Medical Board.

3. Further, it is informed that Court case W.P.C. No. 4200/2024 is pending in the Hon'ble High Court of Delhi. While considering and disposing off the CM APPL. 17158/2024 - Stay, the Hon'ble High Court of Delhi vide its order dated 20.03.2024 has directed that the appointments of Assistant Provident Fund Commissioners pursuant to the special advertisement no 51/2023 would remain subject to outcome of the W.P (C) No. 4200/2024. Hence this offer of appointment is issued subject to final outcome of the above stated WP(C) and any other pending court case in this matter.

This issues with the approval of the Central Provident Fund Commissioner.

Yours faithfully,

(_____)

Additional Central P.F. Commissioner (HQ)/ Additional Central P.F. Commissioner
Zonal Office.....

To
Sh./Smt./Kum. _____

Copy to

The Secretary, U.P.S.C Shahjaha Road, Dholpur House, New Delhi-110001 by name to Shri Maha Singh, Deputy Secretary (SPC-I) for information with reference to their letter no. F.1/58(9)2019-R-IV/SPC-II dated 09.09.2022.

(_____)
Regional P. F. Commissioner-I (Zonal Office _____)

No.

Dated:

To,

Chief Medical Officer/Civil

Surgeon,

_____ Government

Hospital,

Subject:- Medical examination of candidates for appointment as Assistant Provident Fund Commissioner (Group A) in the Employees' Provident Fund Organisation.

Sir,

The undersigned is directed to say that the Union Public Service Commission has recommended candidates against Direct Recruitment for appointment as Assistant Provident Fund Commissioner a Level 10 post in Employees' Provident Fund Organisation, a statutory body under the Ministry of Labour & Employment, Govt. of India as per our requisition. In terms of Section 5 D(7) of the Employees Provident Fund & Misc. Provisions Act, 1952, the EPFO is observing the same service conditions as applied to corresponding Central Government employees. Before the candidates are appointed to the post, as per G.I. M.F. OM. No. 45(1)-E, V/54 dated 24th March, 1954; No. 5/6/54-RPS, dated 28.09.1956, D.P. & A.R. OM No. 15015/1/79-Estt.(D) dated 26-06-1979 and para 13 of Offer of Appointment, it is mandatory that they are declared medically fit for appointment to a **Group 'A'** post by the competent Medical Board comparable to the corresponding category in Government of India.

2.As has been done in the past, it is requested that necessary action may kindly be taken for constituting a Medical Board for examining the physical fitness of the candidates as mentioned in the enclosed **Annexure** and to furnish to this office the individual report of the Medical Board on their medical examination in the prescribed form at a very early date as per Govt. instructions “ a Medical Board should consist of Three Group ‘A’ Medical Officers of the status of specialists, namely a Physician, a Surgeon and an Ophthalmologist. When a woman candidate is to be examined by the Medical Board, there should be on the Board a woman doctor possessing a medical qualification prescribed in the First, Second, or Part –II of the Third Schedule, to the Indian Medical Council Act,1956 (102 of 1956). As far as possible the members of the Board should be comparable in status of each other and not ordinarily be officers immediately subordinate to one another.

3.The prescribed fees are payable by the candidates themselves in the first instance and the same is reimbursable to them by this Organisation, in case they are found medically fit by the Medical Board and join the post. The candidates concerned are also being requested to appear before Medical Board on the date and time to be fixed by you. The date, time and place at which the Board will meet for the examination of the candidates may please be communicated to the candidates concerned directly to their addresses given in the **Annexure** under intimation to this office.

4. As we are required to fill a large number of vacancies, which are lying vacant for a long time, we solicit your immediate action in this regard. If any assistance is required in this regard, the undersigned may please be contacted at the contact number mentioned hereinafter.

Yours faithfully

Encl: As per the list appended

(_____)

Additional Central Provident Fund Commissioner

Ph:_____

Copy forwarded to:

1. Names and address of the candidates concerned as per list enclosed. The candidate is requested to carry a copy of this letter and to get in touch with the above officer or authorized officer for taking an appointment with the Medical Board for medical examination at the above mentioned address. In case of any difficulty he/she may contact the undersigned for any assistance at the contact number mentioned hereinafter.

(_____)

Regional Provident Fund Commissioner –I (Zone)

Ph.:_____

Candidates for Medical Examination

Sl.No.	Roll No.	Name	Address	Mobile No.	Email ID

